

**Request for Task Order
Obstetric and Pediatric Pharmacology Branch-- Logistical Support
NIH Task Order #**

Part I -- Request for Task Order (TO) Proposal

Award of this Task Order is being restricted to Small Businesses under OD/PICS

For the convenience of all Offerors, this RFTOP document contains the 1) description of the RFTOP, 2) Instructions for writing Technical and Business Proposals, 3) Proposal Intent form (Due August 20, 2004), and 4) Part II—Contractor's Reply. Under separate attachments are, the Statement of Work and Contractor Performance Report.

DUE DATE of PROPOSALS: 21 days from RFTOP posting--SEE SECTION F (page 8)

A. POINT OF CONTACT

NICHD Contracting Officer: Lynn Salo
E-mail: salol@mail.nih.gov

Phone: 301.435-6962 Fax: 301.402-3676

PROPOSAL and BILLING ADDRESS:

NIH/National Institute of Child Health
and Human Development
Contracts Management Branch
6100 Executive Blvd., Suite 7A07
Bethesda, MD 20892-7510*
Attn: Lynn Salo

*Hand Carry/Overnight Delivery: **Rockville, Maryland 20852**

B. PROPOSED PERIOD OF PERFORMANCE

The Government anticipates awarding a three (3) year Task Order on or before September 30, 2004.

C. PRICING METHOD

The Government anticipates awarding a performance-based, cost-plus-award fee Task Order. **(Further information concerning the Award Fee Objectives and Measures, see the Statement of Work, Section XI—Award Fee.)** In performing this Task, the Government anticipates the need for the following labor categories: *Project Manager; Conference Planners, Editor/Word Processor; Writer; Information Technology Support; and Administrative Staff.*

D. TASK ORDER DESCRIPTION

The National Institute of Child Health and Human Development (NICHD) is seeking a contractor capable of providing logistical and administrative support for the Obstetric and Pediatric Pharmacology Branch (OPPB). A main objective of the Task Order is to provide logistical support for activities relating to the Best Pharmaceutical for Children Act (BPCA). Activities requiring contractor support include the planning and support of both large and small meetings, conferences, & workshops; managing information in both electronic and hard copy format; creating presentations; writing, editing, and word processing of scientific and non-scientific material; writing reports of expenditures and activities; and when necessary, providing general administrative support to the various entities of the OPPB.

E. PROPOSAL INSTRUCTIONS

1. GENERAL INSTRUCTIONS

The following instructions establish the acceptable minimum requirements for the formatting and content of technical and business proposals, which are being submitted in response to this RFTOP. The Government discourages the submission of unusually elaborate or lengthy proposals.

The proposal shall be prepared and submitted in two volumes: Volume I - Technical Proposal and Volume II - Business Proposal. Each of these volumes shall be separate and complete, in and of themselves, so that evaluation of one may be accomplished independently of evaluation of the other. The Offeror shall submit information relating to “past performance” as a separate section of their Business Proposal. The Government will evaluate proposals in accordance with “Section G Evaluation Factors” page 10 of this document. It is essential that Offerors address all elements of the evaluation criteria.

The RFTOP does not commit the Government to pay any costs for preparation and submission of a proposal. In addition, the Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with this proposed acquisition.

The proposal shall be signed by an official authorized to bind the Offeror’s organization to perform if a Task Order is awarded in response to this RFTOP.

2. VOLUME I - TECHNICAL PROPOSAL

The technical proposal must include information on how the project is to be organized, staffed, and managed. Information should be provided which will demonstrate Offerors’ understanding and management of important events or tasks. Explain how the management and coordination of staffing, which may include consultants and/or subcontractor efforts, will be accomplished.

The technical proposal must include a list of names and proposed duties of the professional personnel, consultants, and key subcontractor employees assigned to the project. Their resumes should be included and contain information about education, background, expertise, and recent experience. **The proposed staff hours for each of the above individuals should be allocated against each task area or subtask for the project. (This information may be presented in a spreadsheet format).**

The technical proposal must discuss the general background, experience, and qualifications of the organization. Additionally, the technical proposal must contain a discussion of current or proposed facilities, electronic systems, and equipment that will be used in the performance of this Task Order.

The technical proposal shall fully describe the technical and administrative aspects of accomplishing each task and shall include the Offeror's familiarity with similar work.

Offerors' proposals should include the following:

a) TECHNICAL APPROACH

The technical proposal must discuss the proposed technical approach in sufficient detail to clearly and concisely demonstrate the Offeror's understanding of the project intent, requirements, and deliverables specified in **Attachment A, Statement of Work**. Specifically, the Offeror shall provide:

- 1) Information that demonstrates the Offeror's ability to plan and manage major public meetings and small committee meetings that include both Federal and non-federal participants. The Government is interested in obtaining a streamlined process to facilitate meeting arrangements. Offerors should discuss their familiarity with electronic systems presently used in meeting planning and tracking.
- 2) Information that demonstrates the Offeror's ability to plan and manage conference calls, including calls that can be accessible to the public. The Government is seeking innovative strategies for scheduling calls in a timely manner with a maximum number of participants.
- 3) Information that demonstrates Offeror's ability to provide writing, editing and word processing support for large scientific projects.
- 4) Information that demonstrates Offeror's ability to collect, retain, electronically manage, and create reports of personal contact information and expenditures related to Federal and non-federal scientists' participation in multiple meetings.
- 5) A sample plan addressing how the Offeror would ensure near-zero incidence of error in managing the collection and input of data into a database.
- 6) Information that demonstrates the Offeror's understanding of collaborative web-based workspace, and their ability to setup and maintain multiple electronic mail listservs.

- 7) Information that demonstrates the Offeror's ability to effectively and efficiently manage a support contract for a complex scientific initiative, which involves interactions among various Government Agencies, Academicians, and the general public. Additionally, the contractor shall demonstrate their ability to maintain flexibility, provide effective cost control, manage internal communications, and comprehend the importance of professional outreach efforts.

b) PERSONNEL QUALIFICATIONS/MANAGEMENT PLAN

The proposal shall specify the names and categories of personnel proposed to complete this project, in addition to their proposed duties and the amount of time they will be assigned to tasks set forth in this requirement. Include an organization chart that displays responsibilities and relationships of all professional project personnel. Resumes of Key Personnel shall be included and shall, at a minimum, include information on education, background, recent experience and expertise, which is relevant to the specific requirements of this RFTOP.

1. Management Staff (key personnel):

Provide documented evidence of proposed manager's experience in coordinating staff efforts for planning meetings; producing meeting minutes and scientific summaries; managing document tracking and information management processes; tracking costs, ensuring timely deliverables, and maintaining overall quality control. Provide evidence of ability to hire and maintain staff for projects in a way that reflects flexibility and responsiveness to changing needs. Evidence of ability to work with industry/academia in a confidential and service-oriented manner.

Identify senior staff who will serve as the principal point of contact with the Government and be responsible for daily/weekly interaction with Government Program Staff: 1) providing direct supervision and coordination of project staff and consultants; 2) providing, assuring and monitoring the quality control of assignments/tasks; 3) providing staffing continuity; 4) monitoring contract progress; 5) providing oversight of deliverables; 6) preparing reports; and 7) maintaining budget control.

2. Senior Conference Planner (key personnel)

Possesses ability to manage a large-scale logistics Task Order, with daily oversight of multiple Conference Planners, IT staff, and Admin Staff. Senior staff shall have a past performance record that demonstrates a responsive and flexible service mentality.

3. Writer, Editor, Word Processor (key personnel)

The writing, editing, and word processing staff shall have demonstrated ability to work with scientific material and unfamiliar terms and content. Experience in preparing presentations, summary minutes, lists of action items, fact sheets, briefing books, and orientation manuals, or similar items.

4. General Administrative Staff

Possess knowledge of outreach efforts (e.g., mass mailings, distributing brochures, fact sheets); knowledge of information management techniques, understanding data management; document preparation and tracking (both electronic and hard copy), and managing conference calls.

c) **CORPORATE EXPERTISE**

For the purposes of this Task Order, NICHD is seeking organizations possessing expertise in the following areas:

- 1) planning and providing logistical support for meetings, scientific workshops and conferences, which may include exhibit support;
- 2) preparing summary minutes of conferences, workshops, and other kinds of committee meetings;
- 3) producing scientific and non-scientific writing, editing, word processing; presentations
- 4) developing and managing databases;
- 5) managing hard copy and electronic information systems;
- 6) constructing reports of expenditures and committee activities
- 7) providing general administrative support that may include copying, word processing, document management, outreach to professional organizations/education institutions, and the general public
- 8) providing website support and support for collaborative work-space

d) **FACILITIES AND RESOURCES**

Provide documentation of demonstrated availability of adequate facilities, electronic systems, equipment, and resources necessary to conduct this project.

3) **VOLUME II – BUSINESS PROPOSAL INSTRUCTIONS**

(1) **Basic Cost/Price Information**

The business proposal must contain sufficient information that allows the Government to perform a basic analysis of the proposed cost or price of *each task area during each year of the contract*. Business proposals shall provide labor categories and the estimated number of hours, which correspond to each task/subtask as shown in Section C - Statement of Work. Additionally, the cost proposal shall include material costs, subcontracting costs, travel, subscription services, etc, as applicable.

(2) **Proposal Cover Sheet**

A Sample format for Cost Breakdown is shown below. At a minimum your cost proposal cover sheet should include the following information:

1. Task Order No. and/or modification number;
2. Name and address of Offeror;
3. Name and telephone number of point of contact;
4. Other records directly pertinent to the information requested or submitted.
8. Date of submission; and
9. Name, title and signature of authorized representative.

Breakdown of Proposed Estimated Cost Plus Fee and Labor Hours

Cost Element		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
	Total	<u>Hours Amt</u>	<u>Hours Amt</u>	<u>Hours Amt</u>
Direct Labor Cost	\$	\$	\$	\$
Material Cost:	\$	\$	\$	\$
Travel Cost:	\$	\$	\$	\$
Other Specify:	\$	\$	\$	\$
Other Specify:	\$	\$	\$	\$
Total Direct Cost:	\$	\$	\$	\$
Fringe Benefit Cost: (if applicable)	\$	\$	\$	\$
___% of Direct Labor Cost				
Indirect Cost:	\$	\$	\$	\$
___% of Total Direct Cost				
Total Cost:	\$	\$	\$	\$
Base Fee¹: (if applicable)	\$	\$	\$	\$
___%of Total Est. Cost.				
Award Fee: (if applicable)	\$	\$	\$	\$
___%of Total Est. Cost.				
Grand Total Estimated Plus Award Fee	\$	\$	\$	\$

A. The Offeror, at a minimum, must submit a cost proposal fully supported by cost information in sufficient detail to allow the Government to complete a cost realism analysis to establish the reasonableness of proposed costs.

1. The Offeror shall provide the following detail as part of the cost proposal in addition to any other requirements for cost detail required by this RFTOP.

a) For labor estimates, the current hourly or annual rates should be shown and the dates

¹ The overall purpose of this performance-based contract is to provide a strong incentive and maximum flexibility for the Contractor to achieve superior performance, allowing the Contractor flexibility in performing the work, and encouraging cooperation with the Government. All evaluations will be performed with this purpose in mind. In preparing their cost proposals, Offerors should propose a “base fee” and “award fee” which shall be negotiated and finalized prior to task award.

and periods to which rate increases apply should be shown. **The Offeror's policy concerning merit or cost-of-living increases shall be explained in detail.**

b) The estimated cost of each task area of performance.

2. Additionally, the cost proposal shall include the costs for individual elements, such as studies, reports, etc., subcontracting costs, and travel, as applicable:

a) **For the purposes of detail.** The Offeror shall indicate whether the estimated costs accounts for any cash discounts, trade discounts, rebates, or allowances, etc. All travel expenditures shall be reimbursed in accordance with Federal Travel Regulations (FTR). In the instance of providing travel estimates, Offerors should propose an average cost of travel and document their methodology for developing that estimate. The Offeror shall identify any pre-existing relationship with a travel agency used to provide the estimates.

b) The basis for estimates for material, supplies, equipment, etc., should be explained. **Please be advised that NICHD does not intend to provide funding for the purchasing or leasing of general purpose or IT equipment.**

(4) The Government anticipates awarding a cost-plus-award fee Task Order; therefore your proposal shall include a recommended **base fee** and **award fee** for completing this effort.

(3) PAST PERFORMANCE

The Government will consider the Offeror's prior experience/past performance in managing projects similar to the requirements contained in this RFTOP. The Offeror shall submit the following information as a separate section of their **Business Proposal**:

A minimum of three (3) Past Performance references of contracts and/or Task/Delivery Orders completed the last two (2) years during which the Offeror has performed projects most similar in nature to the work required in this Statement of Work. A list of on-going projects that are similar in nature to this requirement. The Offeror shall supply verifiable references detailing their performance in similar contract/tasks with either State or Federal Government agencies, non-profit, or educational institutions. For each reference, the Offeror shall provide the following information: **(For your convenience, a Past Performance Report is attached to this RFTOP.)**

Name of the Contracting Organization;
Contract/Delivery/Task Order Number;
Contract Type;
Total Contract Value;
Contracting Officer's Name, Telephone Number and Facsimile Number;
Project Officer's Name, Telephone Number and Facsimile Number;
Specific nature of services provided and how they are similar to what is described for this RFTOP; and
Explanation/Comments Regarding Problems Encountered and Corrective Actions Taken.

It is the responsibility of the Offeror to ensure that all information supplied as references is current and accurate. The Contracting Officer will not contact the Offerors if the information provided for references is incorrect, incomplete, or no longer current. Proposals which do not

contain all of the required past performance information may be adversely affected in the evaluation of their past performance.

Each Offer will be evaluated on its performance under existing and prior contracts/Task/Delivery Orders, which are similar in nature to the requirements of this RFTOP. The Government is not required to contact all references provided by the Offeror. Also, references other than those identified by the Offeror may be contacted by the Government to obtain additional information that will be used in the evaluation of the Offeror's past performance.

F. RESPONSE DUE DATE:

Questions relating to this requirement should be directed to Ms. Salo's attention, via email, by COB on business day three (3) after RFTOP posting. All resultant questions and answers will be forwarded to all prospective Offerors.

Attn: Lynn Salo
EMAIL: salol@mail.nih.gov
PHONE: 301.435.6962

An original and six (6) copies of your Technical Proposal and an original and three (3) copies of your proposal should be submitted to Ms. Salo's attention prior to 12:00 p.m., on calendar day 21 after posting.² In addition, please submit an **electronic copy of both proposals to Ms. Salo's attention, either via e-mail (salol@mail.nih.gov) or on a disk/CD. Proposals should be submitted to the following address:**

NIH/National Institute of Child Health
And Human Development
Contract Management Branch
6100 Executive Blvd., Suite 7A07
Bethesda, MD 20892-7510*
Attn: Lynn Salo

*Hand Carry/Overnight Delivery address: Rockville, Maryland 20852

G. EVALUATION FACTORS

1. GENERAL

All aspects of the proposals are subject to discussions, including technical approach, cost/fee and contractual terms and conditions. However, the Government reserves the right to make an award without discussions. Therefore, it is important that your proposal be submitted initially on the most favorable terms from both the technical and price standpoint. Proposals submitted in response to this RFTOP will be evaluated in accordance with the evaluation criteria stated below and as presented in Section E—Proposal Instructions, #2—*Technical Proposal*:

² If day 21 falls on a Saturday or Sunday, proposals are due 12:00p.m., on the following Monday.

- | | |
|--|--------------------|
| a) TECHNICAL APPROACH | (30 points) |
| b) PERSONNEL QUALIFICATIONS/MANAGEMENT PLAN | (50 points) |
| c) CORPORATE EXPERTISE | (15 points) |
| d) FACILITIES AND RESOURCES | (5 points) |

TOTAL	100 points
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2. PAST PERFORMANCE

An evaluation of Offeror's past performance information will be conducted subsequent to the technical evaluation. However, this evaluation will not be conducted on any Offeror whose proposal would not be considered further based on the results of the evaluation of factors other than past performance.

The evaluation will be based on information obtained from references provided by the Offeror, other relevant past performance information obtained from other sources known to the Government, and any information supplied by the Offeror concerning problems encountered on the identified contracts and corrective action taken.

The Government will assess the relative risks associated with each Offeror. Performance risks are those associated with an Offeror's likelihood of success in performing the acquisition requirements as indicated by that Offeror's record of past performance.

The assessment of performance risk is not intended to be the product of a mechanical or mathematical analysis of an Offeror's performance on a list of contracts but rather the product of subjective judgment by the Government after it considers all available and relevant information. When assessing performance risks, the Government will focus on the past performance of the Offeror as it relates to all acquisition requirements, such as the Offeror's record of performing according to specifications, including standards of good workmanship; the Offeror's record of controlling and forecasting costs; the Offeror's adherence to contract schedules, including the administrative aspects of performance; the Offeror's reputation for reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Offeror's business-like concern for the interest of the customer.

The Government will consider the currency and relevance of the information, source of the information, context of the data, and general trends in the Offeror's performance.

The lack of a relevant performance record may result in an unknown performance risk assessment, which will neither be used to the advantage nor disadvantage of the Offeror.

The following rating method shall be used in the evaluation of past performance information:

+2 Excellent - Based on the Offeror's performance record, no doubt exists that the Offeror will successfully perform the required effort. Sources of information are consistently firm in stating that the Offeror's performance was superior and that they would unhesitatingly do business with the Offeror again.

+1 Good - Based on the Offeror's performance record, little doubt exists that the Offeror will successfully perform the required effort. Sources of information state that the Offeror's performance was good, better than average, etc., and that they would do business with the Offeror again.

0 None - No past performance history identifiable.

-1 Marginal - Based on the Offeror's performance record, some doubt exists that the Offeror will successfully perform the required effort. Sources of information make unfavorable reports about the Offeror's performance and express concern about doing business with the Offeror again.

-2 Poor - Based on the Offeror's performance record, serious doubt exists that the Offeror will successfully perform the required effort. Sources of information consistently stated that the Offeror's performance was entirely unsatisfactory and that they would not do business with the Offeror again.

3. AWARD

Offerors are advised that technical merit, staffing and past performance, are considered to be more important than cost.

Award will be made to the Offeror whose proposal offers the best overall value to the Government with technical merit and past performance weighed more heavily than cost.

PART II - CONTRACTOR'S REPLY:

RFTOP#

TITLE:

CONTRACT #263-01-D-0_____ TO # NICS

Contractor:

Points of Contact:

A. Phone- Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR:_____

Signature

Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

(ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

RECOMMENDED:

FAX #

Signature - Project Officer

Date

APPROVED:_____

FAX #

Signature - Contracting Officer

Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED:_____

Signature -Larry Manning, NIH-PICS Coordinator

Date

PROPOSAL INTENT RESPONSE SHEET

RFTOP No. #

PLEASE REVIEW THE ATTACHED REQUEST FOR PROPOSAL. FURNISH THE INFORMATION REQUESTED BELOW AND RETURN THIS PAGE BY THE EARLIEST PRACTICABLE DATE. YOUR EXPRESSION OF INTENT IS NOT BINDING BUT WILL GREATLY ASSIST US IN PLANNING FOR PROPOSAL EVALUATION.

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☐ DO INTEND TO SUBMIT A PROPOSAL

☐ DO NOT INTEND TO SUBMIT A PROPOSAL FOR THE FOLLOWING REASONS:

COMPANY/INSTITUTION NAME:

AUTHORIZED SIGNATURE:

TYPED NAME AND TITLE:

DATE:

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RETURN TO:

National Institutes of Health
National Institute of Child Health and Human Development
6100 EXECUTIVE BLVD MSC 7510
BETHESDA, MD 20892- 7510

Attention: Lynn Salo, Contracting Officer

OR FAX TO:

Lynn Salo
401-402-3676

PLEASE SUBMIT BY August 20, 2004